

## Message Text

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TO AMEMBASSY BOGOTA PRIORITY

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EXDIS

E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A)

SUBJECT: SECVISIT - ADMINISTRATIVE/LOGISTICAL  
ARRANGEMENTS

EXDIS CAPTION CAN BE REMOVED WHEN VISIT ANNOUNCED PUBLICLY.

THE ADMINISTRATIVE/LOGISTICAL REQUIREMENTS IN SUPPORT OF  
THE SECRETARY'S VISIT FOLLOW. LOCAL CONDITIONS WILL  
NECESSITATE SOME CHANGES OR SUBSTITUTIONS BUT IT IS  
IMPORTANT THAT WE BE TOLD WHAT THEY ARE.

### 1. ETA - PARTY COMPOSITION

THE SECRETARY'S PARTY WILL BE COMPOSED OF APPROXIMATELY  
FORTY PEOPLE INCLUDING SUPPORT STAFF AND PRESS. THE GROUP  
WILL TRAVEL ABOARD A SPECIAL MILITARY AIRCRAFT. ETA WILL  
BE CONFIRMED AND A PASSENGER LIST WILL BE FURNISHED BY  
SEPTEL.

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### 2. ENTRY/EXIT FORMALITIES

PLEASE OBTAIN WAIVER OF ANY VISA REQUIREMENTS FOR PARTY  
AND PRESS AND ARRANGE FOR CONSOLIDATED IMMIGRATION/

CUSTOMS CLEARANCES FOR PASSENGERS AND BAGGAGE. ADVISE IMMEDIATELY IF THIS CAN BE ACCOMPLISHED.  
PLEASE ASSIGN AN OFFICER TO RECEIVE PASSPORTS AND FACILITATE ENTRY AND EXIT. THE PARTY HAS ALL REQUIRED INOCULATIONS.

3. OFFICE SPACE/SLEEPING ACCOMMODATIONS (SEE ALSO PARA. 4 BELOW)

THE SECRETARY AND PARTY SHOULD BE BILLETED FOR BOTH LODGING AND OFFICE PURPOSES IN ONE CENTRALLY LOCATED HOTEL. KNOWN REQUIREMENTS ARE: ONE (1) SUITE AND THIRTY-NINE (39) SINGLES FOR SLEEPING QUARTERS AND ELEVEN (11) DOUBLE ROOMS TO BE USED AS OFFICES. BEDROOM FURNITURE SHOULD BE REMOVED FROM ALL OFFICES. THE PREFERRED CONFIGURATION IS FOR THE SECRETARY'S SUITE, THE SPECIAL ASSISTANTS' OFFICE AND BEDROOMS, THE "HOLDING ROOM" AND THE USSS COMMAND POST TO BE LOCATED IN ONE AREA, WITH OTHER OFFICES (I.E. FOR S/S ETC. AND THE REMAINDER OF THE PARTY) LOCATED ON ANOTHER FLOOR. IDEALLY THE ROOMS IN THIS COMPLEX WOULD BE SET UP WITH THE SECRETARY'S SUITE AT THE END OF A CORRIDOR, SPECIAL ASSISTANTS' BEDROOMS ON EITHER SIDE OF THE SUITE ACROSS FROM ONE ANOTHER, THE HOLDING ROOM AND SPECIAL ASSISTANTS' OFFICE NEXT TO THE BEDROOMS RESPECTIVELY, AND THE USSS COMMAND POST NEXT TO THE OFFICE. ACCESS TO THIS AREA MUST BE CONTROLLED BY MSGS. UNDER NO CIRCUMSTANCES SHOULD THE SPECIAL ASSISTANTS' OFFICE BE LOCATED ADJACENT TO THE SECRETARY'S SUITE. SPECIFICS FOLLOW:

A. ACCOMMODATIONS FOR SECRETARY AND SPECIAL ASSISTANTS:

(1) SECRETARY'S SUITE: IT MUST BE OF SUFFICIENT SIZE FOR HOLDING MEETINGS AND/OR HOSTING SMALL DINNERS FOR EIGHT TO TEN PEOPLE;

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(2) SPECIAL ASSISTANTS' BEDROOMS: TWO BEDROOMS LOCATED NEAR THE SECRETARY'S SUITE;

(3) SPECIAL ASSISTANTS' OFFICE: A DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE SECRETARY'S IMMEDIATE STAFF OF TWO OFFICERS AND THREE SECRETARIES. MINIMUM REQUIREMENTS:

- FIVE DESKS OR WORKING TABLES

- THREE TYPEWRITERS AND TYPEWRITER STANDS

- OFFICE SUPPLIES AND FORMS

- COPY MACHINE (IF POSSIBLE)

(4) HOLDING ROOM: A DOUBLE ROOM CONVERTED AND FURNISHED TO SERVE AS A WAITING ROOM FOR THE SECRETARY'S VISITORS.

(5) USSS (AND SY) COMMAND POST(S): ONE DOUBLE ROOM LOCATED IN THE VICINITY OF THE SECRETARY'S SUITE AND SPECIAL ASSISTANTS' OFFICE FOR THE USSS COMMAND POST.

IF THE SECRETARY'S WIFE IS A MEMBER OF THE PARTY ONE ADDITIONAL ROOM, IN THE PROXIMITY OF THE SECRETARY'S SUITE, WILL BE REQUIRED FOR AN SY COMMAND POST. USSS AND SY REPRESENTATIVES ADVANCING THE VISIT SHOULD BE CONSULTED REGARDING OTHER REQUIREMENTS FOR THESE ROOMS.

B. SUPPORT OFFICES

THE FOLLOWING ROOMS SHOULD BE LOCATED ON ANOTHER FLOOR. BECAUSE OF THE REQUIREMENT FOR CONTROLLED ACCESS FOR OPEN STORAGE OF CLASSIFIED MATERIAL, THE S/S AND SENIOR STAFF OFFICES SHOULD OCCUPY CONTIGUOUS SPACE.

(1) EXECUTIVE SECRETARIAT STAFF (S/S): THREE (3) CONNECTING DOUBLE ROOMS CONVERTED INTO OFFICES; ONE OF THE DOUBLES SHOULD BE RESERVED FOR OVERFLOW, CONTINGENCY OFFICE SPACE AND FOR THE STORAGE OF BULKY BRIEFCASES, FOOTLOCKERS AND TRUNKS OF CLASSIFIED MATERIAL. MINIMUM REQUIREMENTS:  
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- FOUR DESKS OR WORKING TABLES

- FOUR TYPEWRITERS AND FOUR STANDS

- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)

- NORMAL AMOUNT OF OFFICE SUPPLIES AND FORMS, EMBASSY PHONE BOOK, DIPLOMATIC LIST, ETC.

(2) SENIOR STAFF OFFICE: DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE OFFICIAL PARTY. EQUIP WITH FIVE DESKS OR WORK TABLES AND A MINIMUM OF THREE TYPEWRITERS, OFFICE SUPPLIES, ETC.

(3) VISITORS' CONTROL ROOM: TWO CONNECTING DOUBLES. THIS ROOM, AN INFORMATION/RECEPTION CENTER FOR THE PARTY, CAN BE MANNED BY AMERICAN AND/OR FSL POST PERSONNEL. ACCOMMODATION EXCHANGE SERVICE SHOULD BE PROVIDED. CIGARETTES, BEVERAGES AND SUNDRIES SHOULD BE AVAILABLE FOR SALE BUT NO BAR FACILITIES. PLEASE PROVIDE A BULLETIN BOARD FOR NOTICES AND AN ASSORTMENT OF MAPS, TOURIST

BOOKLETS AND SIMILAR HAND-OUTS.

;

(4) PRESS ROOM: TWO CONNECTING DOUBLE ROOMS. SEE SEPTEL  
ON PRESS ARRANGEMENTS FOR SPECIAL REQUIREMENTS.

4. HOST GOVERNMENTS FREQUENTLY INVITE THE SECRETARY AND  
OCCASIONALLY SOME SENIOR STAFFERS TO STAY IN OFFICIAL  
GUEST QUARTERS. SUCH INVITATIONS SHOULD NOT BE SOLICITED  
OR ENCOURAGED BUT IF FORMALLY EXTENDED POSTS SHOULD  
NOTIFY THE DEPARTMENT IMMEDIATELY. (FYI, THE SECRETARY  
WILL NORMALLY ACCEPT THE INVITATION, SECURITY CONDITIONS  
PERMITTING.)

IF THE SECRETARY DECIDES TO ACCEPT INVITATION TO STAY IN  
GOVERNMENT QUARTERS, PLEASE ATTEMPT TO OBTAIN, BUT NOT  
REPEAT NOT AT THE EXPENSE OF PRESSURING OR INCONVENIENCING  
THE HOSTS, ACCOMMODATIONS FOR THE FOLLOWING AT THE SAME  
LOCATION OR IN CLOSE PROXIMITY: (A) OFFICE FOR TWO  
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SPECIAL ASSISTANTS; (B) SPACE FOR USSS COMMAND POST AND  
SY GROUP IF SECRETARY'S WIFE ACCOMPANIES HIM; AND (C)  
SLEEPING ACCOMMODATIONS FOR AT LEAST ONE SPECIAL ASSIST-  
ANT.

5. GROUND TRANSPORTATION

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT  
WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

(1) THE SECRETARY

(2) ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE RANK  
OF ASSISTANT SECRETARY.

(3) ONE VEHICLE FOR THE SPECIAL ASSISTANTS. (NOTE: IN  
DEVELOPING MOTORCADE ASSIGNMENTS TO AND FROM THE AIRPORT,  
IT IS ESSENTIAL THAT THIS VEHICLE BE SPOTTED WELL FORWARD,  
I.E. IN THE NO. 2 OR NO. 3 POSITION.)

(4) ONE VEHICLE FOR THE PRESS SPOKESMAN.

(5) ONE VEHICLE FOR THE S/S TEAMS.

(6) ONE VEHICLE FOR WHCA PERSONNEL.

(7) ONE LARGE REPEAT LARGE VAN OR TWO STATION WAGONS,  
CARRYALLS ETC., FOR CLASSIFIED MATERIAL. IF SECRETARY AND  
SPECIAL ASSISTANTS WILL RESIDE IN GUEST QUARTERS SEPARATE  
FROM REMAINDER OF THE PARTY, A THIRD VEHICLE WILL BE

REQUIRED TO TRANSPORT CLASSIFIED MATERIAL.

(8) A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

(9) USSS VEHICLE REQUIREMENTS (AND SY VEHICLE REQUIREMENTS  
IF SECRETARY'S WIFE IS IN PARTY) SHOULD BE DISCUSSED WITH  
ADVANCE TEAMS.

(10) PRESS BUS: PRESS PARTY WILL TOTAL ABOUT 12-14  
MEMBERS; IF POSSIBLE WE PREFER ONE OR TWO MINI-BUSES WHICH  
CAN KEEP PACE WITH MOTORCADES.

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POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE  
PARTY.

SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST PROMPT  
THE REQUEST THAT YOU MAKE DOUBLY SURE DRIVERS KNOW HOW TO  
GET TO AND FROM VARIOUS POINTS THE PARTY WILL VISIT, IN-  
CLUDING THE APPROPRIATE AIRPORT, AND THE PREFERRED ROUTING.  
THEY SHOULD BE BRIEFED AND EXAMINED ON ROUTES BEFORE  
ARRIVAL OF THE PARTY.

#### 6. ROOM AND CAR ASSIGNMENTS

UPON RECEIPT OF THE PASSENGER LIST MAKE ROOM AND CAR AS-  
SIGNMENTS AND PLEASE NOTIFY THE DEPARTMENT (S/S-EX) IM-  
MEDIATELY. NOTE: THE MEDICAL OFFICER WILL RIDE WITH THE  
USSS AND NEED NOT BE ASSIGNED TO A SPECIFIC VEHICLE.  
ALSO, ONE OF THE SECRETARIES IN THE PARTY WILL RIDE IN  
FROM THE AIRPORT WITH THE SPECIAL ASSISTANTS.

#### 7. SECURITY

A. THE US SECRET SERVICE IS RESPONSIBLE FOR ALL PRO-  
TECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY. AN  
ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS  
BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTEL.

B. IF THE SECRETARY'S WIFE ACCOMPANIES HIM ON THE VISIT,  
AN SY AGENT WILL TRAVEL ABOARD THE AIRCRAFT WITH THE PARTY  
AND AN SY TEAM OF SEVERAL AGENTS WILL ARRIVE AT POST A FEW  
DAYS IN ADVANCE OF THE VISIT.

C. THE SECRET SERVICE WOULD LIKE TO USE THE SECRETARY'S  
ARMORED LIMOUSINE FOR ALL MOTORCADES IN LATIN AMERICA.  
PLEASE ADVISE IF THIS IS ACCEPTABLE TO THE HOST GOVERNMENT  
OR IF YOU ANTICIPATE UNUSUAL SENSITIVITY TO THIS PROPOSAL.

D. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH  
DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED

MATERIAL.

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E. TWENTY-FOUR-HOUR MSG COVERAGE WILL BE REQUIRED FOR OPEN STORAGE OF CLASSIFIED MATERIAL IN TWO SEPARATE SECURE AREAS WHICH SHOULD BE ESTABLISHED FOR: (I) THE SPECIAL ASSISTANTS' OFFICE, AND (II) THE SENIOR STAFF AND S/S OFFICES.

8. BAGGAGE

A. THE USSS WILL HANDLE THE SECRETARY'S BAGGAGE.

B. AN AMERICAN SHOULD BE ASSIGNED TO OVERSEE THE HANDLING OF THE PARTY'S BAGGAGE.

C. BAGGAGE WILL BE PRE-TAGGED WITH THE INDIVIDUAL'S HOTEL ROOM NUMBER; SIMILARLY, AS PART OF THE DEPARTURE ARRANGEMENTS ALL BAGGAGE WILL BE TAGGED FOR THE NEXT STOP. IT IS IMPORTANT, THEREFORE, THAT ROOM ASSIGNMENT INFORMATION BE EXPEDITED. (SEE PARA. 5.)

D. "BAGGAGE CALL" AND OTHER DETAILS REGARDING BAGGAGE HANDLING SHOULD BE DISCUSSED WITH THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY.

9. GIFTS

WE PREFER THAT THERE BE NO EXCHANGE OF GIFTS. BUT IF LOCAL CUSTOM MAKES AN EXCHANGE UNAVOIDABLE, GIVEN THE OPPORTUNITY, POST SHOULD EXPLAIN TO LOCAL OFFICIALS TACTFULLY OUR RESTRICTIONS GOVERNING RECEIPT OF GIFTS. (SEE 3 FAM 621.) AS A CONTINGENCY, POST SHOULD APPOINT A GIFT OFFICER WHO SHOULD ASSUME RESPONSIBILITY FOR THE RECEIPT AND RECORDING OF ALL GIFTS AND FOR PREPARING THEM FOR SHIPMENT.

10. SECRETARIAL/COURIER ASSISTANCE

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED FULL-TIME ON A CONTINUOUS, 24-HOUR, BASIS TO WORK WITH S/S AND TO PROVIDE CLERICAL SUPPORT FOR OTHER MEMBERS OF THE PARTY. ADDITIONALLY, A THIRD SECRETARY MUST BE AVAILABLE AT ALL TIMES ON A CALL-IN BASIS.

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B. A COURIER WILL BE REQUIRED TO LINK THE SECRETARIAT AND

THE EMBASSY'S C&R UNIT; TWO COURIERS WILL BE NECESSARY FOR SIMULTANEOUS SERVICE FROM BOTH POINTS IF S/S AND THE CHANCERY ARE DISTANT FROM EACH OTHER. VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE PREPARED AND

MADE AVAILABLE TO S/S. EACH COURIER SHOULD HAVE A LARGE BRIEFCASE IN WHICH HE WILL CARRY ALL TRAFFIC BETWEEN THE STATIONS HE SERVICES.

11. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES ETC., SHOULD BE DIRECTED TO THE DEPARTMENT.

12. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR SERVICING THE AIRCRAFT AND ACCOMMODATIONS FOR THE CREW WILL BE HANDLED VIA MILITARY CHANNELS.

13. TELEPHONES

INSTRUCTIONS ON TELEPHONE REQUIREMENTS, A CRITICAL ITEM, ARE CONTAINED SEPTEL.

14. OFFICE MACHINES

TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

15. MISCELLANEOUS

(1) ADVISE SOONEST RUSH HOUR AND NON-RUSH HOUR DRIVING  
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TIMES BETWEEN HOTEL AND EMBASSY OR TIMES BETWEEN ALL THREE LOCATIONS IF SECRETARY RESIDES ELSEWHERE.

(2) ADVISE OF ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS, STRIKES ETC., WHICH MIGHT AFFECT VISIT.

(3) ADVISE OF ANY SPECIAL CLOTHING REQUIREMENTS, INCLUDING BLACK TIE FUNCTIONS.

(4) ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE

VISITORS CONTROL ROOM ON ARRIVAL.

(5) ADVISE LOCAL ELECTRICAL CHARACTERISTICS.

(6) EXCEPT FOR POTABLE WATER (AS APPROPRIATE) NO BEVERAGES  
SHOULD BE PLACED IN THE VISITORS' ROOMS.

(7) THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY IS  
WARREN E. LITTREL AND HE SHOULD BE MET AT PLANESIDE BY THE  
CONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR ADMIN-  
ISTRATIVE ARRANGEMENTS.

(8) MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS  
OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX.

#### 16. SPECIAL INSTRUCTIONS

A. GROUND TRANSPORTATION SHOULD BE ARRANGED SO THAT STAFF  
AND PRESS TRAVELLING WITH THE SECRETARY ARRIVE AT PLANE-  
SIDE NO LATER THAN THIRTY MINUTES BEFORE SCHEDULED DE-  
PARTURE TIME.

#### B. ITINERARY (ALL TIMES ARE LOCAL)

MONDAY, FEBRUARY 16, DEPART ANDREWS AIR FORCE BASE, 1200

MONDAY, FEBRUARY 16, ARRIVE CARACAS, 1705

WEDNESDAY, FEBRUARY 18, DEPART CARACAS, 0800

WEDNESDAY, FEBRUARY 18, ARRIVE LIMA, 1045

THURSDAY, FEBRUARY 19, DEPART LIMA, 0900

THURSDAY, FEBRUARY 19, ARRIVE BRASILIA, 1550

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SATURDAY, FEBRUARY 21, DEPART BRASILIA, 1100

SATURDAY, FEBRUARY 21, ARRIVE RIO DE JANEIRO, 1230

SUNDAY, FEBRUARY 22, DEPART RIO DE JANEIRO, 1410

SUNDAY, FEBRUARY 22, ARRIVE BOGOTA, 1800

MONDAY, FEBRUARY 23, DEPART BOGOTA, 1630

MONDAY, FEBRUARY 23, ARRIVE SAN JOSE, 1720

TUESDAY, FEBRUARY 24, DEPART SAN JOSE, 1630

TUESDAY, FEBRUARY 24, ARRIVE ANDREWS AIR FORCE BASE,  
2200.

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